

**NATIONAL GUARD OF ARIZONA**  
**HUMAN RESOURCE OFFICE**  
**5636 East McDowell Road, Phoenix, AZ 85008-3495**  
**PHONE (602) 629-4822; DSN 853-4822**  
**WEBSITE: www.azguard.gov/hro**  
**EXCEPTED**  
**TECHNICIAN VACANCY ANNOUNCEMENT**

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**ANNOUNCEMENT NUMBER: 06-305T    OPENING DATE: 11 SEP 2006    CLOSING DATE: 3 OCT 2006**

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:**

**HUMAN RESOURCES ASSISTANT (MILITARY), GS-0203-07, TC70541000**

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**APPOINTMENT FACTORS:    OFFICER ( )    WARRANT OFFICER ( )    ENLISTED ( X )**

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**SALARY RANGE:**

**\$35,157 - \$45,701 PA**

**SUPERVISORY ( )    MANAGERIAL ( )**

**NON-SUPERVISORY/NON-MANAGERIAL ( X )**

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**LOCATION OF POSITION:**

**SOLDIER SUPPORT CENTER, DCSPER, JFHQ, PHOENIX, ARIZONA**

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**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. **Faxed applications will not be accepted. Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.****

**INSTRUCTIONS FOR APPLYING:** Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement)**

**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**CONDITION OF EMPLOYMENT:** Prior to appointment into this position, selectee must be a member of the Arizona (ARMY) National Guard (JFHQ) and be able to qualify for the following AFSC/MOS/AOC/BRANCH:  
**MOS: 42A, 42F, 42L**

**KNOWN PROMOTION POTENTIAL: NONE**

**Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.**

**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

**AREA OF CONSIDERATION:** This position is the Federal/Excepted Civil Service and is **open to current members of the Arizona Army National Guard**. Individual selected will receive a Permanent Appointment subject to the completion of a one year trial period. If a Permanent technician is selected, they will remain in that status. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

**NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement)**

**NOTE: Human Resources Office is the office that will officially approve the selection for a job offer.**

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

**Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.**

1. Knowledge of the majority of the laws, rules, regulations, policies, procedures and precedents relating to the area of assignment (retirements, RPAM, DEERS, etc.).
  2. Knowledge of requirements for proposed actions to ensure documentation is correct and sufficient.
  3. Ability to deal cooperatively with others to obtain needed information, to complete required case processing and to explain decisions or recommendations to interested parties.
  4. Skill in compiling information and preparing reports.
  5. Ability to plan and organize work.
  6. Knowledge of military organizational structures, protocol and similar matters.
  7. Knowledge of programs related to the area of assignment (retirements, RPAM, FSGLI, DEERS, etc.).
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**SPECIALIZED EXPERIENCE:** Must have 12 months experience in researching and obtaining all necessary relevant information regarding cases and issues and providing explanations and interpretations of rules, regulations, procedures, and requirements pertaining to actions taken or recommended.

**BRIEF JOB DESCRIPTION:** This position is located at the Soldier Support Center, DCSPER, Phoenix, Arizona. The purpose of this position is to serve as the final reviewer and procedural authority of personnel actions submitted to the MILPO by lower echelons. Serves as a final reviewer of actions, which may include but are not limited to: accessions, promotions, transfers, boards, promotion eligibility; retirement eligibility; and actions that affect eligibility of educational or incentive benefits as well as sensitive, complex cases, which involve: allegations of inequitable, prejudiced, or similar treatment (e.g. issues of fraudulent enlistment or assignment; removal of military member from active or inactive status). Cases have major effects on career or service as they may result in unfavorable career separation or loss of status. Researches and obtains all necessary relevant information regarding cases and issues and provides explanations and interpretations of rules, regulations, procedures, and requirements pertaining to actions taken or recommended. Drafts or prepares related correspondence for appropriate signature and enters data in automated systems, as needed. Retrieves data from information sources, both manual and electronic, for use in answering questions, responding to correspondence, or preparing report or briefings. Additional duties may include, but are not limited to counseling Soldiers and their family members on the pre-retirement process and retirement benefits; processing applications for retired pay (age 60); providing retirement and retirement benefit briefings to pre-retirement Soldiers and their family members; processing FSGLI paperwork on the DMDC website; and issuing ID cards and processing DEERS transactions for all eligible Uniformed Service members and their eligible dependents. Other duties as assigned.

**SELECTING SUPERVISOR:** CW3 JODY REIDENHOUR